

**AROOSTOOK BAND OF MICMACS
JOB ANNOUNCEMENT**

POSITION TITLE: Tribal Administrator

STATUS: Hourly/40 Hours per week

SUMMARY OF POSITION: The Tribal Administrator serves the Aroostook Band of Micmacs as the overall administrator of Tribal operations. The T.A. is responsible for the planning, development and operation of all activities related to conducting business related to the organization.

EDUCATION/EXPERIENCE: A Bachelor's Degree in Public Affairs, Business Administration, Economics or a related field.

SKILLS REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent organizational skills.
2. Excellent communication skills.
3. Ability to maintain strict adherence to the Privacy Act.
4. Ability to prepare oral and written reports.
5. Ability to work on own as well as part of a team.
6. Able to maintain a productive relationship with local officials, federal agencies, Tribal members, etc.
7. Ability to plan, organize and direct the work of subordinate employees.

The closing date for this position will be January 24, 2005 at 4:00 p.m. All resumes must be accompanied with the proper application of employment. Please send applications/resumes to the following address:

The Aroostook Band of Micmacs
7 Northern Road
Presque Isle, Me. 04769
Attn: Brian Donnelly, Personnel Manager

For further information, application, or job description please contact us at the following number: 1-800-355-1435. Our office hours are Monday – Friday 8:00 to 4:00 p.m.

* NOTICE: Preference will be given to Native American Indians.